

## Team Charter

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### Initiative: Contract Management

<b>Team Lead:</b>	Anna Allen	
<b>Team Members</b>	<b>Core Members</b>	<b>Part time/Advisors</b>
	George Allen	Patrick Bradfield
	Angela Baker-Roca	Janet Scott
	Shirley Wheeler	John Gaeta
	Sandra Simmons	
	Brenda Jefferson	
	Ellen Mason	

### **Initiative Mission:**

To assess current environment, identify reengineering options, select reengineering solutions, and develop conceptual design/business case using existing functional area expertise and industry best practices.

Goals	Key Success Indicators
Reengineer processes and technology to be more efficient and cost effective.	Reduced contract management discrepancies and improved customer satisfaction rating.
Provide communication to team members and other members of the channels to keep all parties informed of accomplishments and issues.	Critical impacted audiences are aware of initiative outcomes and how they are impacted.
Develop and implement new processes and work procedures.	Employees and systems are performing reengineered processes.
Identify best in business practices and technology.	Reduced contract management discrepancies and improved customer satisfaction rating.

Initiative Milestones/Deliverables	Target Completion Date	Responsible Party
Current Environment	May 29, 2000	Anna Allen, Deb Malone
Reengineering Options	June 30, 2000	Anna Allen, Deb Malone
Conceptual Design/Business Case	July 25, 2000	Anna Allen, Chris Ward

In-Project Scope	Out of Project Scope

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